

MELTON BUSINESS EXCELLENCE AWARDS

APPRENTICE OR TRAINEE OF THE YEAR

NOMINATION FORM



MELTON SHIRE COUNCIL
ECONOMIC DEVELOPMENT



Submitting your nomination:

Please submit two (2) copies of your completed nomination form,
plus one (1) copy of any supporting documents by:

5.00pm Friday 25 February 2011.

Nomination forms received after the deadline may not be accepted.

Please submit your completed nomination form to:

Melton Business Excellence Awards
Apprentice or Trainee of the Year
Melton Shire Council
Business Growth & Sustainability Unit

by mail:

PO Box 21
Melton VIC 3337

by email:

economicdevelopment@melton.vic.gov.au

or in person:

Melton Civic Centre
232 High Street
Melton VIC 3337

Melton Civic Centre/Library
193 – 201 Caroline Springs Blvd
Caroline Springs VIC 3023

The Melton Business Excellence Awards are proudly presented by:



APPRENTICE DETAILS

Apprentice's name: _____

Business phone: _____ Mobile: _____

Apprentice's address: _____

Postcode: _____

Apprentice's email: _____

Type of Apprenticeship _____

Trade sector: _____

Date commenced: _____ Date to be completed: _____

BUSINESS DETAILS

Business name: _____

Business phone: _____ Business fax: _____

Contact person: _____ Mobile: _____

Website: _____ Email: _____

Street address: _____

Postcode: _____

Postal address: _____

Postcode: _____

Business description: _____

Number of employees: _____

 Full time _____

 Part time _____

 Casual _____

 Seasonal _____

RECOGNISING & REWARDING EXCELLENCE

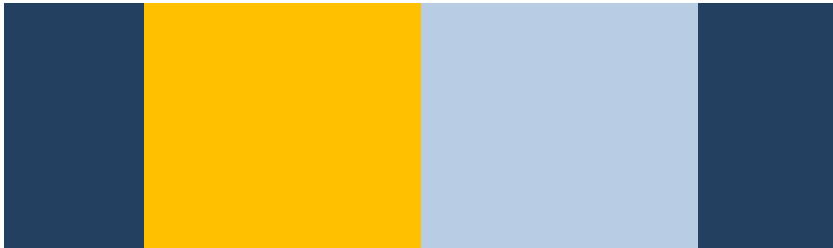


The Melton Business Excellence Awards Apprentice or Trainee of the Year award celebrates the achievements and spirit of enterprise shown by young people across the Shire of Melton.

The importance of business in a growing community like ours cannot be underestimated, and the development of apprentices and trainees as part of that business is critical in ensuring our community's economic future.

It is the enterprise and energy of young people that we recognise through the Melton Business Excellence Awards, and we are proud to reward their achievements and show the greater community what outstanding future business and community leaders we have in our Shire.

It is true that the apprentices of today are our entrepreneurs of tomorrow, and it is through their hard work and ingenuity that our vibrant and dynamic community will continue to prosper and grow.





KEY SELECTION CRITERIA

Please respond to each of the questions below.
Please do not exceed 500 words for each section

1. Overview

- Why did the apprentice select this career path?
- What are the apprentice's strengths and good qualities?
- Why are you nominating the apprentice for this award?
- Why do you believe that the apprentice should receive this award?

2. Career & study achievements

- What has the apprentice gained or achieved through their job and studies?
- What is the apprentice's awareness of the value of learning, both in the classroom and on-the-job?

3. Personal skills

Tell us about the apprentice's:

- communication skills
 - personal presentation
 - goal-setting and planning (especially regarding career or further study)
 - leadership skills
 - self-reliance
 - team participation
-

REFEREES

Please provide the contact details of two referees who are aware of the apprentice's achievements and who are willing to support this nomination

Referee 1:

Name: _____

Position: _____

Contact phone number: _____ Mobile: _____

Email: _____

Referee 2:

Name: _____

Position: _____

Contact phone number: _____ Mobile: _____

Email: _____

AGREEMENT

I, _____, hereby declare that all the information contained in this nomination for the *2011 Melton Business Excellence Awards Apprentice of the Year* award, is correct and true.

I also declare that I have the authority to submit this nomination to the *2011 Melton Business Excellence Awards* on behalf of (business name) _____.

I authorise that the information provided in this nomination may be used by Melton Shire Council for promotional purposes as part of the *2011 Melton Business Excellence Awards*. Confidential or sensitive information, such as financial and private contact details, will remain confidential and will not be disclosed to anyone outside the assessment and judging process. The use of this material by Melton Shire Council in promoting the *2011 Melton Business Excellence Awards* will not constitute as breach of copyright.

I agree that I have read the above Agreement and that both I and the business are bound by them.

Nomination prepared by (please print name below):

Position (please print below):

Signature:

Date submitted:

Apprentice authorisation

I have been advised that I have been nominated for the *2011 Melton Business Excellence Awards Apprentice of the Year* award, and accept the nomination.

Apprentice's name (please print below)

Signature:

Date submitted:

OFFICE USE ONLY

Date received

Received by (name):

Received by (signature):

FURTHER INFORMATION

For further information regarding nominations for the Melton Business Excellence Awards Apprentice or Trainee of the Year award, please contact:

Esther Clark
Economic Development Officer
Melton Shire Council
P: 9747 7134
E: estherc@melton.vic.gov.au

